

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	COURT INTERPRETER (Spanish)	Classification Code:	00415700
Salary Range:	Gr. 4420 Annual \$34,436	Reference Position Number:	2710-11600-
Department or Agency Name:	Judicial	Application Period:	Jan 25 - Feb 3, 2006
Division/Section/Unit:	Supreme Court		
Shifts and Days:	Monday - Friday 20-35 hours as required	Job Location:	Any of Four Counties
Restrictions/Limitations:	<u>TEMPORARY POSITION/ NO BENEFITS</u> <u>LIMITED PERIOD POSITION FOR EMPLOYEE ON LEAVE</u>		
Position Covered by Collective Bargaining Union Agreement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Bargaining Unit:	<u>Judicial, Professional & Technical Employees Union Local 808</u> <u>Applicant List will be Maintained for 3 Months</u>		

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

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|--|----------------------------------|
| ◆ The title of the position for which you are applying | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation *** |

***In certain agencies, bargaining union applicants will receive preferential consideration according to contract

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

Under the direction of the Coordinator for Interpreter Services to provide simultaneous and consecutive interpretation for defendants, witnesses, and victims in court and for persons seeking assistance in the courts with the filing of petitions and completing of forms. To translate official, technical, medical and legal documents, certificates, letters, and other written material and tape recordings or video recordings into English or Spanish. To participate in continued professional development and training as assigned by the Coordinator. To perform any and all other duties as assigned by the Coordinator and/or State Court Administrator/designee.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Bachelor's Degree from an accredited college or university preferred, plus a minimum of three (3) years' experience in Spanish/English interpretation and translation; or an equivalent combination of education and experience; successful completion of a recognized bilingual judicial court interpreting and translation program.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.

SEND RESUME AND/OR CS-14 Application to:

David R. Heden, Assistant State Court Administrator
Employee Relations Office
250 Benefit Street
Providence, RI 02903
FAX: 401-222-2625

TDD#: 401-222-3269

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.

CS-376 Rev. (2/05)